

7 NOV 1980

PROCUREMENT DIVISION NOTICE NO. 80-11A

25X1 FROM: [REDACTED]

Chief, Procurement Division, OL

SUBJECT: Physical Security Procedures

25X1 REFERENCE: [REDACTED] Manual for Security Procedures in Agency Areas, Offices and Buildings (Attachment 1)

1. Purpose: This Notice supersedes guidance set forth in PD Notice 80-11 concerning the detailed implementation of Chapter II, Security in Office Routines, Paragraph 18, Security Check Procedures, of the referent.

2. Background: This Division has been charged with seven security violations since January 1980. Six of the violations involved failure to properly secure safes. This situation is intolerable and must be corrected immediately. It is my belief that every individual in this Division desires to perform his/her work in a conscientious manner. There is no better way of demonstrating such an attitude than to follow established security procedures faithfully and completely day in and day out. To that end, the procedures outlined below are to be followed by all personnel, effective this date.

3. Procedure:

a. At the conclusion of the workday, each employee shall secure his/her area of work responsibility by performing a check of the area in accordance with Section 18, Subparagraphs a and b of the referent.

b. Each employee shall complete the attached form (Attachment 2) and initial and date same. The form will be placed on the employee's desk for review by the secondary Security Check Officer.

c. The Security Check Officer shall take the actions set forth in Section 18, Subparagraph c of referent and Attachment 2.

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d. Each Branch and Staff will forward by 0900, on the first working day of each week, a copy of Form 109 covering the previous week, to C/PD/OL.

e. A roster of Security Check Officers for each area of responsibility shall be forwarded to C/PD/OL quarterly.

f. Areas of responsibility are as follows:

O-C/PD: 3F03, 3F03A, 3F03B, 3F03C and 3F03D

CPS: 3F15A and 3F03F

ADP&EB: 3F15B, 3F15C, 3F15D, 3F15E, 3F15F, and three secretarial areas outside 3F15A, 3F15D and 3F15E

PGSCB: 3F15G, 3F15H, 3F15J, 3F15V, 3F15W, two secretarial areas outside 3F15H and 3F15V, and M&FCU vault (3F15U)

AP&S/GPB: 3F15K, 3F15L, 3F15M, 3F15N, and two secretarial areas outside 3F15K and 3F15N

IP&S/GPB: 3F15O, 3F15P, 3F15Q, 3F15R, 3F15S, and four secretarial areas outside 3F15O, 3F15P and 3F15S

g. In the event the Security Check Officer is not available, the senior officer responsible for each area shall assign responsibility to a substitute officer.



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Distribution:

Orig - OL/PD Official

① - OL Files

1 - OL/SS

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1 - Each PD Branch

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OL/PD/ [redacted] (5 Nov 80)

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TRANSMITTAL SLIP		DATE 7 NOV 1980
TO: OL Files		
ROOM NO.	BUILDING	
REMARKS:		
FROM: OL/PD 25X1		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

SECURITY

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this unit (ribbon and cartridge) represents a serious security vulnerability, it should be handled as classified and should be appropriately safeguarded. Any Tech III ribbon found unsecured will result in a security violation if it contains classified information.

b. CORRECTION RIBBON

The correction ribbon, which is a feature of the Correcting Selectric model, retains a readable image, and likewise may constitute a security hazard. The correction ribbon should be provided safe storage after duty hours, if, in the judgment of the custodian, there is a possibility of a classified, readable image being exposed.

17. Reserved.

18. SECURITY CHECK PROCEDURES

a. GENERAL INSTRUCTIONS

Form 108, Security Check Sheet, must be attached to each vault, secure area, pneumatic tube station, and safe. The individual opening, closing, and checking the above will initial the form and indicate the time and date such action is taken. When all lines on both sides of the form are filled in, the form will be retained by the custodian for at least two working days and then destroyed. An "OPEN" sign will be placed on each unit of safe-keeping equipment when unlocked and removed or reversed to show "CLOSED" when locked.

b. EMPLOYEE SECURITY CHECKS

(1) Agency employees and other persons in Agency buildings entrusted with classified material are responsible for the security of all classified and controlled material under their jurisdiction and for the security of the area where they work. Before departing at the end of the workday they will

(a) store all their classified and controlled material, including items such as stenographic notes, used carbon paper, stencils, used dictaphone belts, recordings, telephone list finders, annotated calendar pads, and worksheets, in approved safekeeping equipment;

(b) inspect all typewriters to ensure that ribbons which may contain classified information have been removed and properly secured. Whereas IBM Tech III ribbons, correcting ribbons showing readable classified information, and the used portions of other one time ribbons must be secured at the end of the working day, reusable ribbons may be left in the typewriter if they have been typed on in their entirety at least twice;

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- (c) empty desk trays;
 - (d) store classified waste in approved safekeeping equipment;
 - (e) remove all carriers from the receiving unit of a pneumatic tube station;
 - (f) examine all copier equipment to ensure that no classified or controlled documents have been inadvertently left behind, that the machine itself does not contain residual images of classified or controlled material, and that the carrier screens of any thermofax machines have been secured;
 - (g) lock all safekeeping equipment, vaults, secure areas, and pneumatic tube stations, using the following procedures:
 - (1) For safes with drawers, close each drawer completely and rotate the combination dial four complete revolutions in one direction. Check each drawer by releasing the drawer latch and firmly pushing in and pulling out on the drawer several times.
 - (2) For door-type safes, vault doors, special purpose vaults (SPV) and secure area doors, close the door and rotate the combination dial four complete revolutions in one direction, and firmly turn the handle of the safe or vault door back and forth while simultaneously pulling out or pushing in on the door.
 - (3) For pneumatic tube stations, push the door inward, rotate the dial four complete revolutions in one direction, and pull out on the door to ensure that it is locked.
 - (h) initial the Security Check Sheet to indicate that the safe, vault, SPV, secure area, or pneumatic tube station has been properly secured;
 - (i) prior to leaving his work area, the employee should ensure that classified or controlled material has not been left on desks, safes, desk trays, walls, bookcases, window sills, or floors.
- (2) As a double check, the last individual to leave the room at the close of business must make certain that all security measures specified herein have been taken.

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- (3) No room or area will be locked by key after working hours unless authorization is obtained from the Office of Security. When such authorization is granted, the Office of Security will provide the building guard with a duplicate key.

c. SECURITY CHECK OFFICER PROCEDURES

- (1) The Operating Official is responsible for ensuring that the required security checks are properly done. He will arrange for the designation of security check officers to be responsible for a final after-hours security check of the area under his jurisdiction. The security check officer will be thoroughly briefed on his responsibilities, including the proper procedures for inspecting office equipment such as typewriters, copier machines, tape recorders, and dictaphones. To strengthen the effectiveness of the system, a security check officer should not be assigned too large an area.
- (2) The security check officer will begin his security check at the end of the regular workday after all or most of the employees have left. During his security check he will ensure that
- (a) no classified material has been left in a pneumatic tube station. If the red light is on indicating that material is in the unit, he will unlock the unit, remove the carrier, secure any classified or controlled material it may contain, and relock the unit.
 - (b) all safes, vaults, SPV's, secure areas, and pneumatic tube stations have been locked by checking every drawer and door as described in paragraph 18b(1)(g) above.
 - (c) Form 108 is initialed for all safes, vaults, SPV's, secure areas, and pneumatic tube stations.
 - (d) classified or controlled material, including classified typewriter ribbons, has not been left out.
 - (e) windows are locked.
 - (f) electrical equipment is turned off.
 - (g) any other security precautions prescribed for his area are taken.
- (3) The security check officer must report immediately to the Security Duty Office on extension any breach of security which he cannot correct and any defective equipment or other

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security hazards which are detected. Unless otherwise instructed by the Security Duty Officer (SDO), the security check officer will remain in the room or area pending arrival of the SDO.

- (4) If a room or segment of a work area is occupied after the security check, the security check officer will assign the responsibility for the security check of the room or work area to the occupant. The occupant will in turn acknowledge the assignment by initialing Form 109, Check List for Security Check Officers.
- (5) When he finishes his check of the area, the security check officer will initial Form 109. When both sides of Form 109 are filled in the security check officer making the last entry will forward the form to the security officer of his component, who may destroy the form after two working days.
- (6) The security check officer will inform his supervisor of any security violations discovered during his security check, including any which he was able to correct without assistance of the Security Duty Officer.

d. AFTER HOURS SECURITY CHECKS

Any individual who works after hours or on a Saturday, Sunday, or holiday will secure all classified and controlled material and make a thorough security check of the area which he occupied. If more than one individual is working, one will secure the area and equipment used and another will perform the functions of a security check officer.

e. ADDITIONAL SECURITY CHECKS

Operating Officials may require additional after hours security checks if deemed necessary.

19. DESTRUCTION OF WASTE MATERIALS

a. UNCLASSIFIED MATERIAL

Material which is unclassified and does not carry a control statement, e.g., newspapers, beverage cans, glass bottles, paper containers, pens, pencils, metal clips, stamp pads, and cheesecloth, must be placed in wastebaskets. Such material is not to be placed in classified waste containers.

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PROCUREMENT DIVISION SECURITY CHECK SHEET

Employee Name _____

<u>Primary Security Check</u>	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1. Store classified materials in safe.							
2. Inspect typewriters/copiers/printers.							
3. Empty desk trays.							
4. Empty desk waste containers.							
5. Secure burn bags.							
6. Secure telephone list finders.							
7. Secure calendar pads/diaries/journals.							
8. Clear blackboards.							
9. Examine desk/countertops.							
10. Lock safes/vaults (spin dial four times in one direction, check each drawer).							
11. Initial Security Check Sheet, Form 108, for each safe/vault.							
12. Initial this Check Sheet.							
<u>Security Check Officer</u>							
13. Insure Items 1-12 have been completed by primary checker.							
14. Insure that Items 1-12 have been completed for own area.							
15. Have another officer perform secondary Security Check							

PROCUREMENT DIVISION SECURITY CHECK SHEET (Cont.)

Security Check Officer

16. Inspect area of responsibility.

17. Correct any detected security hazards.

18. If breach cannot be corrected, call SS/OL, or Headquarters Security Duty Officer,

19. If area is occupied, have occupant acknowledge security responsibility by initialing Form 109.

20. Initial this Check Sheet.

21. Initial Form 109.

Mon	Tues	Wed	Thur	Fri	Sat	Sun